BERGEN COUNTY DEPARTMENT OF PARKS

James A. McFaul Environmental Center

150 Crescent Avenue, Wyckoff, NJ 07481▪201-891-5571 FAX (201)891-5583

RESERVATION FORM

A permit is required for groups (7-25 persons) requesting a program with a staff member. A permit is also required for all groups of 10 or more visiting the Environmental Center even if NOT participating in a program. There is no fee for this permit. Please check the back of this form for further information.

TO OBTAIN A PERMIT

Complete this form and return it to the Environmental Center (no reservations by phone). Reservations are processed according to availability. We recommend scheduling at least 2 weeks in advance. We will schedule classes up to two months in advance. A permit will be issued if: the requested time(s) are available, fee is paid (if required), and insurance certificates are received (if they apply). Your program will be confirmed when you receive a park use permit.

FEE SCHEDULE (Please no tips or gratuities)

Please refer to **FEES AND INFORMATION SHEET** on the back of this form for fees, availability, scheduling, pavilion reservation, and refunds. *Note*: Read back thoroughly; incomplete forms will delay the processing of your permit.

DATE OF VISIT: 1st choice_____ 2nd choice_____

Time of your program: _____

Name of your group/school:_____ Adult Supervisor:_____

Group's mailing address: _____
street town state zip code

Telephone #: _____ FAX # _____ Age of group: _____

Program your group would like to participate in: _____

Number of students: _____ Number of chaperones: _____
Do you wish to reserve the pavilion?* Yes ____ No ____ What time period? _____
Fee paid for pavilion reservation?* Yes ____ No _____Fee Paid for program (if applicable)?** Yes No
Special considerations (e.g. wheelchair)_____Signature _____ Date_____

****Please dress appropriately for outdoor programs****

*Fee to reserve the pavilion is $50.00 for *all groups*. Reserving the pavilion gives you exclusive use of it for up to two hours. Otherwise, use of pavilion is on a first come, first serve basis. See back of this sheet for more information on pavilion reservation.

**Program fee (if applicable) must be included with reservation form for permit to be processed. Refer to FEES AND INFORMATION on back of this form for fee information.

NOTE-**NO PARTY DECORATIONS OF ANY KIND** are permitted in the park regardless of the occasion. Please be on time for your program. Due to tight scheduling our staff member may not be able to make up for lost time.

IMPORTANT
WE RESERVE THE RIGHT, IN CASE OF EMPLOYEE EMERGENCY OR ILLNESS, TO CANCEL OR RESCHEDULE CLASSES

Kathleen A. Donovan
County Executive

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